

**Department:** U.S. Census Bureau  
**Agency:** Bureau of the Census  
**Job Announcement Number:** BORCC-A-09-143A

[Overview](#)

## Administrative Specialist

**Salary Range:** 32176 to 91913 USD Per Year

**Open Period:** 11/10/2008 to 12/15/2008

**Series & Grade:** GG-0301-05/12

**Position Information:** Full-Time

This is a Schedule A appointment with a Not-to-Exceed date of 9/25/2010. May be extended beyond 9/25/2010 if agency needs arise.

**Promotion Potential:** 12

**Duty Location:** few vacancies - Boston Metro area, MA

### Who May Be Considered:

Applications will be accepted from all Current Census Bureau employees only.

Please Note: Census Bureau employees with less than 1 year of service must apply to the external bulletin.

You must submit a separate completed Application for EACH grade level applied.

This bulletin will remain open a minimum of 10 days, or until sufficient applicants are received.

### Job Summary:

The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping.

This bulletin was amended to change the closing date and contact information.

### Key Requirements:

- If your resume is incomplete, you may not be considered for this vacancy
- Background and/or Security Investigation required

[Duties](#)

### Major Duties:

The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record

keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping. Applies knowledge of personnel procedures and regulations for a variety of personnel actions. Directly supervises personnel and/or payroll clerks. Incumbent will also assist in training clerical staff in personnel/payroll procedures, progress reporting and other administrative activities. Implements procedures and periodically reviews subordinate staff members work for auditing payroll and miscellaneous claims for validity, adherence to the rules and regulations, and accuracy. Maintains liaison with regional and Local Census Offices (LCO) staff for technical advice. May be required to travel to LCOs to provide administrative support for enumeration activities on-site throughout the region. Incumbent may be responsible for procurement, credit card, and small purchase actions. Incumbent is responsible for generating, monitoring and reviewing operational cost and corresponding reports. Incumbent conducts analyses and monitoring of operational cost and progress reports and all other budget, staffing, and resource related areas. Incumbent reviews claims for compliance with Department of Labor, Office of Worker's Compensation Programs regulations and guidelines and OSHA Safety regulations. Incumbent may oversee subordinate staff members, logging, processing, and forwarding claims to the local OWCP claims offices for adjudication.

#### Qualifications and Evaluation

#### **Qualifications:**

You may qualify for a position based on your education, experience, or a combination of both.

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below:

If you are using education to qualify for a position, you **MUST** submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.

#### Salary Range:

GG-301-05 (\$32,176 - \$41,824)

GG-301-07 (\$39,857 - \$51,809)

GG-301-09 (\$48,753 - \$63,384)

GG-301-11(\$58,986 - \$76,683)

GG-301-12 (\$70,699 - \$91,913)

GG-0301-05: **EXPERIENCE:** Applicant must have three years general experience that demonstrates experience in analyzing problems to identify significant factors, gather pertinent

data, and recognize solutions while planning and organizing work, and have the experience to communicate effectively orally and in writing.

**EDUCATION:** Successful completion of a full four year course of study leading to a bachelor's degree that equipped that applicant with the knowledge of two or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

**GG-0301-07: EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that provided the knowledge in one or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

**EDUCATION:** Successful completion of a full four year course of study leading to a bachelor's degree in any area with Superior Academic Achievement or one full year of graduate education directly related to the position that provided knowledge of two or more administrative support areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

**GG-0301-09: EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that provided knowledge of two or more administrative support areas as personnel and payroll, recruitment, testing, and selecting, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

**EDUCATION:** Successful completion of graduate education or graduate course work that is directly related to the position that provided the knowledge of two or more administrative support areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, fiancé, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

**GG-0301-11: EXPERIENCE:** Applicant must have one year specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

**EDUCATION:** Successful completion of graduate education or graduate course work that is directly related to the position and demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting, and the ability to provide advice and guidance on administrative matters.

**GG-0301-12: EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting and the ability to provide advice and guidance on administrative matters, or the ability to manage, assign work, set priorities, prepare schedules, evaluate performance and provide instruction and training.

**EDUCATION:** No substitution for education for experience is permitted.

You must be a U.S. citizen to qualify for this position.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

### **How You Will Be Evaluated:**

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate, individual statement addressing each of the following:

1. Experience applying methods and procedures in two or more administrative support areas such as staffing, recruitment, supplies, personnel, payroll, selection, financial management, travel, or procurement.
2. Experience providing advice and guidance on administrative matters.
3. Experience supervising, assigning work, setting priorities, and providing advice, instructions, and training to subordinate staff.

For further information on this vacancy you may contact, David Souza, Human Resources Specialist at 617- 223-3650.

#### Benefits and Other Information

### **Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>. Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life> Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci> You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA> You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV> You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

### **Other Information:**

This job is being filled by an alternative hiring process and is not in the competitive civil service. If you are not currently a Census Bureau employee you will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for federal employment and to authorize a background investigation. Download the OF-306 by [clicking here](#), complete sections 1 through 16 and bring the form with you when called for an interview. You will be required to sign and certify the accuracy of all the information in your application (section 17) AT THE TIME

OF INTERVIEW. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

#### How to Apply

#### **How to Apply:**

Each applicant must submit the following 3 documents: (1) a completed Application for each grade level applied; Optional Application for Federal Employment (OF-612), or a resume, listing your work duties and accomplishments relating to the job for which you are applying. If only one application is received, you will be considered only for the lowest grade level in your application. (2) Individual statement addressing the evaluation criteria statements. (3) College Transcripts (if education is used as a qualification factor)

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable

- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).

- Social Security number

- Country of citizenship (this Federal job requires U.S. citizenship).

- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- All email or faxed material MUST have the job announcement number /recruiting bulletin number in the subject line. Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (617) 223-3650.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

U. S Census Bureau  
Boston Regional Census Center  
1 Beacon Street, 7<sup>th</sup> floor  
Boston, MA 02108  
Phone: 1-617-223-3650  
Fax: 1-617-223-3675  
Attn: David Souza, HR Specialist  
Email: [boston.rcc.personnel@census.gov](mailto:boston.rcc.personnel@census.gov)

#### CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

#### Contact Information:

David Souza  
Phone: 617-223-3650  
Fax: 617-223-3675  
Internet: [boston.rcc.personnel@census.gov](mailto:boston.rcc.personnel@census.gov)

Or Write:  
U.S. Census Bureau  
One Beacon Street  
7th Floor  
Boston MA 02108  
US

### **What to Expect Next:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

#### EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

#### Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

**Privacy Act - Privacy Act Notice (PL 93-579):** The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.